



## **ZONING CODE CHAPTER 18.68 MAJOR GRADING PERMIT SUBMITTAL INSTRUCTIONS and CHECKLIST**

This checklist is not designed to be a substitute for the Zoning Code provisions and Applicants are expected to review the details of the Code. Copies of the Zoning Code can be purchased in the Planning Department, or accessed online at [http://www.manitousprings-co.gov/PDF/Zoning\\_Code.pdf](http://www.manitousprings-co.gov/PDF/Zoning_Code.pdf). The following activities require prior approval of a Grading Permit:

- A. An excavation, fill or combination thereof in excess of 100 cubic yards.
- B. An excavation which, at its greatest depth, will be three (3) or more feet below the ground surface, over an area of 500 square feet or more.
- C. A fill which, at its greatest depth, will be three (3) or more feet above the ground surface, over an area of 500 square feet or more.
- D. An excavation or fill which falls within a public sewer, water main, storm drainage, power line, public right-of-way, or any other public utility easement. This includes the preparation of roads, sidewalks, etc.
- E. Vegetation removal over an area 500 square feet or more.
- F. Mining, quarrying, or gravel operations.
- G. Any major excavation by the City of Manitou Springs.

A pre-application meeting shall be scheduled with the Planning Staff prior to Major Grading Permit submittal. The following information needs to be provided at the pre-submittal meeting:

- 1) Existing zoning and use of the site and adjacent zoning and land uses
- 2) Existing and proposed access locations as applicable
- 3) Existing contours and conceptual grades (FIMS data may be used)
- 4) Vicinity map

Grading Permits are reviewed administratively. Therefore, there is no submittal schedule. The following information, as prepared by a professional engineer and as specified in the Zoning Code, shall be provided to the Planning Department:

- 1) Completed Administrative Review Application form with nonrefundable application fee.
- 2) Letter of explanation.
- 3) One copy of grading plans up to 11" x 17", or five copies of plans larger than 11" x 17" and up to 24" x 36" drawn at an appropriate scale and as required by the Grading chapter of the Zoning Code, including the following Grading Specifications:
  - a. limits of proposed disturbance
  - b. areas of cuts and fills(existing and proposed)
  - c. existing and proposed slopes of cuts and fills (no unretained slopes over 3:1)
  - d. retaining walls, heights, lengths, material types (existing and proposed)
  - e. proposed sediment and erosion control, both temporary (during construction) and permanent
  - f. address drainage issues (developed compared to historical; impacts to downhill properties)
  - g. size/dimensions/type/contours/slopes/details of drainage facilities (culverts, swales, inlets, outlets, riprap, headwalls etc.)
  - h. proposed and existing easements (public and private)
  - i. contours and profiles of proposed roads/driveways or changes proposed to existing roads/driveways, centerlines (crowns), and edges (swales)